

DEPARTMENT OF GENERAL SERVICES  
Records Management DivisionSCHEDULE  
NO. 1278PAGE  
NO. 1 of 2

## RECORDS RETENTION AND DISPOSAL SCHEDULE

Dept. of Housing &amp; Com. Dev., Community Assistance Admin., Office of Community Services

AGENCY		DIVISION
Item No.	Description	Retention
1	<u>Office of Community Services Administrative Records</u>  These files document the history of the Office of Community Services. These files include budgets and budget planning documents, audit records, Community Services Block Grant application packages, goals, objectives and workplans, and State Plans submitted for the Community Services Block Grant Program.	Retain permanently Transfer periodically to the State Archives.
2	<u>Community Action Agencies Grant Records</u>  Community Action Agencies records for the following grant programs: Community Services Block Grant (CSBG), Emergency Community Services Homeless Grant Program (EHP), General Funds Supplement, Community Food and Nutrition (CFN), and Supplemental Drug Abuse Prevention Grant Program. Records include applications and grant agreements for these programs, correspondence, monitoring reports, quarterly programmatic reports and financial reports.	Retain for three (3) years from the conclusion of the term of the grant agreement and/or until audit requirements are fulfilled, then destroy.
3	<u>Emergency Shelter Grant</u>  Records on local government Emergency Shelter Grants. Files include applications, grant agreements, correspondence and monitoring reports.	Retain for three (3) years from the conclusion of the term of the grant agreement and/or until audit requirements are fulfilled, then destroy.

Schedule Approved by Department,  
Agency, or Division RepresentativeSchedule Authorized by  
Hall of Records Commission5/8/91   
Date Signature Title5/30/71   
Date State Archivist

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

SCHEDULE  
NO. 1278

PAGE  
NO. 2 of 2

Item No.	Description	Retention
4	<p><u>Neighborhood Housing Services</u></p> <p>Neighborhood Housing Services organization records. Files include grant agreements, correspondence, and monitoring reports.</p>	Retain for three (3) years from the conclusion of the term of the grant agreement and/or until audit requirements are fulfilled, then destroy.
5	<p><u>Family Child Care Provider Grant Program</u></p> <p>Records on Family Child Care Provider Grant Program grants to individuals for home day care. Files include applications, grant agreements, correspondence, and monitoring reports.</p>	Retain for three (3) years from the conclusion of the term of the grant agreement and/or until audit requirements are fulfilled, then destroy.
6	<p><u>Maryland Association of Community Action Agencies (MACAA) Housing Grants</u></p> <p>Records of Maryland Association of Community Action Agencies (MACAA) Housing Grants to Community Action Agencies. Files include applications, grant agreements, correspondence, and monitoring reports.</p>	Retain for three (3) years from the conclusion of the term of the grant agreement and/or until audit requirements are fulfilled, then destroy.

**INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)**

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

**AGENCY RECORDS INVENTORY**

PAGE 1 OF 6

1. **DEPARTMENT/AGENCY**  
Housing & Community Dev.

2. **DIVISION**  
Community Assistance Admin.

3. **UNIT**  
Office of Community Services

**DEFINITION-RECORD SERIES-** A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. **RECORD SERIES TITLE**  
Office of Community Services Administrative Records

5. **EARLIEST YEAR/LATEST YEAR**  
1985 TO 1991

6. **RECORD SERIES DESCRIPTION** ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

These files document the history of the Office of Community Services (formerly the Community Services Administration of the Department of Human Resources). These files include budget and budget planning documents, audit records, Community Services Block Grant application packages, goals and objectives, and State Plans submitted for the Community Services Block Grant Program.

7. **RECORD SERIES FORMAT(S)**  
☒ LETTER SIZE ☐ MICROFILM  
☒ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☐ OTHER(SPECIFY)  
\_\_\_\_\_

8. **RECORD SERIES SEQUENCE**  
☒ ALPHABETICAL  
☐ NUMERICAL  
☐ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER(SPECIFY)  
\_\_\_\_\_

9. **VOLUME**  
☒ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY)  
7  
NUMBER

10. **ANNUAL ACCUMULATION**  
☒ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY)  
1  
NUMBER

11. **FILE/IS USED**  
☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. **FILE BECOMES INACTIVE AFTER**  
NUMBER ☐ MONTH(S) ☐ YEAR(S)

13. **CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)**  
45 Calvert Street, Room 284  
Annapolis, MD 21401

14. **IS RECORD SERIES DUPLICATED ELSEWHERE?**  
( IF YES, SPECIFY AGENCY OR OFFICE )  
☐ YES ☒ NO

15. **ACCESS RESTRICTIONS** ☐ YES ☒ NO  
( IF YES, CITE LAW(S) & REGULATION(S) )

16. **AUDIT REQUIREMENTS**  
☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. **IS AN INDEX SYSTEM USED? ( IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE )**  
☐ YES ☒ NO

18. **RECOMMENDED RETENTION**  
Retain Permanently.

19. **NAME AND TITLE OF PREPARER**  
Charles Smallwood, Director

20. **TELEPHONE NUMBER**  
(301) 974-3416

21. **DATE**  
April 22, 1991

**INSTRUCTIONS**--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

# AGENCY RECORDS INVENTORY

PAGE 2 OF 6

**1. DEPARTMENT/AGENCY**

Housing & Community Dev.

**2. DIVISION**

Community Assistance Admin.

**3. UNIT**

Office of Community Services

**DEFINITION-RECORD SERIES.** A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

**4. RECORD SERIES TITLE**

Community Action Agencies Grant Records

**5. EARLIEST YEAR/LATEST YEAR**

1986 TO 1991

**6. RECORD SERIES DESCRIPTION** ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Community Action Agencies records for the following grants: Community Services Block Grant (CSBG), Emergency Community Services Homeless Grant (EHP), General Funds Supplement, Community Food and Nutrition (CFN) and Supplemental Drug Abuse Prevention. Records include grant agreement and applications for these programs, correspondence, monitoring reports, quarterly programmatic reports and financial reports.

**7. RECORD SERIES FORMAT(S)**

- ☒ LETTER SIZE ☐ MICROFILM  
☒ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☐ OTHER(SPECIFY)  
\_\_\_\_\_

**8. RECORD SERIES SEQUENCE**

- ☒ ALPHABETICAL  
☐ NUMERICAL  
☒ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER(SPECIFY)  
\_\_\_\_\_

**9. VOLUME**

- ☒ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☒ OTHER(SPECIFY)  
Boxes  
9  
NUMBER 8

**10. ANNUAL ACCUMULATION**

- ☒ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY)  
3  
NUMBER

**11. FILE IS USED**

- ☒ DAILY ☐ WEEKLY ☐ MONTHLY

**12. FILE BECOMES INACTIVE AFTER**

- 1  
NUMBER ☐ MONTH(S) ☒ YEAR(S)

**13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)**

45 Calvert Street, Room 284  
Annapolis, MD 21401

**14. IS RECORD SERIES DUPLICATED ELSEWHERE?**

- (IF YES, SPECIFY AGENCY OR OFFICE)  
☐ YES ☒ NO

**15. ACCESS RESTRICTIONS** ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

**16. AUDIT REQUIREMENTS**

- ☐ NONE ☒ STATE ☒ FEDERAL ☐ INDEPENDENT

**17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)**

- ☐ YES ☒ NO

**18. RECOMMENDED RETENTION**

Retain for three (3) years from the conclusion of the term of the grant agreement and/or until audit requirements are fulfilled, then destroy.

**19. NAME AND TITLE OF PREPARER**

Charles Smallwood, Director

**20. TELEPHONE NUMBER**

(301) 974-3416

**21. DATE**

April 22, 1991

<b>INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</b>		<b>AGENCY RECORDS INVENTORY</b>	
				PAGE <u>3</u> OF <u>6</u>	
<b>1. DEPARTMENT/AGENCY</b> Housing & Community Dev.		<b>2. DIVISION</b> Community Assistance Admin.		<b>3. UNIT</b> Office of Community Services	
<b>DEFINITION-RECORD SERIES-</b> A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
<b>4. RECORD SERIES TITLE</b> Emergency Shelter Grant				<b>5. EARLIEST YEAR/LATEST YEAR</b> <u>1986</u> TO <u>1991</u>	
<b>6. RECORD SERIES DESCRIPTION</b> ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  Records on local government Emergency Shelter Grants. Files include applications, grant agreement, correspondence and monitoring reports.					
<b>7. RECORD SERIES FORMAT(S)</b> <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input checked="" type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		<b>8. RECORD SERIES SEQUENCE</b> <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		<b>9. VOLUME</b> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____  <b>10. ANNUAL ACCUMULATION</b> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
<b>11. FILE IS USED</b> <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			<b>12. FILE BECOMES INACTIVE AFTER</b> <u>1</u> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
<b>13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)</b> 45 Calvert Street, Room 284 Annapolis, MD 21401			<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
<b>15. ACCESS RESTRICTIONS</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			<b>16. AUDIT REQUIREMENTS</b> <input type="checkbox"/> NONE <input type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
<b>17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)</b>  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			<b>18. RECOMMENDED RETENTION</b>  Retain for three (3) years from the conclusion of the term of the grant agreement and/or until all audit requirements are fulfilled, then destroy.		
<b>19. NAME AND TITLE OF PREPARER</b> Charles Smallwood, Director		<b>20. TELEPHONE NUMBER</b> (301) 974-3416		<b>21. DATE</b> April 22, 1991	
DGS 550-4 (REVISED 2/87)					

**INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)**

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Housing & Community Dev.

2. DIVISION

Community Assistance Admin.

3. UNIT

Office of Community Services

**DEFINITION-RECORD SERIES-** A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Neighborhood Housing Services

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Neighborhood Housing Service organization records. Files include grant agreements, correspondence and monitoring reports.

7. RECORD SERIES FORMAT(S)

- ☒ LETTER SIZE ☐ MICROFILM  
☒ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☐ OTHER(SPECIFY)  
\_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL  
☐ NUMERICAL  
☒ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER(SPECIFY)  
\_\_\_\_\_

9. VOLUME

- ☒ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY)  
1  
NUMBER

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY)  
1/3  
NUMBER

11. FILE IS USED

- ☐ DAILY ☒ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 1 ☐ MONTH(S) ☒ YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

45 Calvert Street, Room 284  
Annapolis, MD 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- ☐ NONE ☒ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain for three (3) years from the conclusion of the term of the grant agreement and/or until audit requirements are fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

Charles Smallwood, Director

20. TELEPHONE NUMBER

(301) 974-3416

21. DATE

April 22, 1991

**INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)**

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Housing & Community Dev.

2. DIVISION

Community Assistance Admin.

3. UNIT

Office of Community Services

**DEFINITION-RECORD SERIES-** A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Family Child Care Provider Grant Program

5. EARLIEST YEAR/LATEST YEAR

1991 TO       

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Records on Family Child Care Provider Grant Program grants to individuals for home day care. Files include applications, grant agreements, correspondence and monitoring reports.

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE ☐ MICROFILM  
☒ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☐ OTHER(SPECIFY)  
\_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL  
☐ NUMERICAL  
☐ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER(SPECIFY)  
\_\_\_\_\_

9. VOLUME

- ☒ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
1/2 ☐ COMPUTER TAPE(S)  
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- ☐ FILE DRAWER(S)  
0 ☐ MICROFILM REEL(S)  
NUMBER ☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY)

11. FILE IS USED

- ☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 1 NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

45 Calvert Street, Room 284  
Annapolis, MD 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- ☐ NONE ☒ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain for three (3) years from the conclusion of the term of the grant agreement and/or until audit requirements are fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

Charles Smallwood, Director

20. TELEPHONE NUMBER

(301) 974-3416

21. DATE

April 22, 1991

<b>INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</b>		<b>AGENCY RECORDS INVENTORY</b>	
				PAGE <u>6</u> OF <u>6</u>	
<b>1. DEPARTMENT/AGENCY</b> Housing & Community Development		<b>2. DIVISION</b> Community Assistance Admin.		<b>3. UNIT</b> Office of Community Services	
<b>DEFINITION-RECORD SERIES-</b> A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
<b>4. RECORD SERIES TITLE</b> MD. Asso. of Community Action Agencies Housing Grant				<b>5. EARLIEST YEAR/LATEST YEAR</b> <u>1989</u> TO <u>1991</u>	
<b>6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)</b>  Records on Maryland Association of Community Action Agencies (MACAA) Housing Grants to Community Action Agencies. Files include applications, grant agreements, correspondence, and monitoring reports.					
<b>7. RECORD SERIES FORMAT(S)</b> <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> <u>AL</u> SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		<b>8. RECORD SERIES SEQUENCE</b> <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		<b>9. VOLUME</b> <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input checked="" type="checkbox"/> <u>2</u> COMPUTER TAPE(S) NUMBER OTHER(SPECIFY) _____	
		<b>10. ANNUAL ACCUMULATION</b> <input type="checkbox"/> FILE DRAWER(S) <input checked="" type="checkbox"/> <u>1</u> MICROFILM REEL(S) NUMBER <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____			
<b>11. FILE IS USED</b> <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			<b>12. FILE BECOMES INACTIVE AFTER</b> <input checked="" type="checkbox"/> <u>1</u> MONTH(S) <input type="checkbox"/> YEAR(S) NUMBER		
<b>13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)</b>			<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>15. ACCESS RESTRICTIONS</b> <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			<b>16. AUDIT REQUIREMENTS</b> <input type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
<b>17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			<b>18. RECOMMENDED RETENTION</b>  Retain for three (3) years from the conclusion of the term of the grant agreement and/or until all audit requirements are fulfilled, then destroy.		
<b>19. NAME AND TITLE OF PREPARER</b> Charles Smallwood, Director		<b>20. TELEPHONE NUMBER</b> (301) 974-3416		<b>21. DATE</b> April 22, 1991	